

**RESERVE QUALIFICATION SUMMARY****NAVMC 10476 (REV. 1-97) (EF)** (All previous editions are obsolete and will not be used)

SN: 0109-LF-063-6800

**NOTICE: Read Privacy Act Statement before filling in this form.**

This form is to be completed by all officers, staff noncommissioned officers and sergeants, both Selected Marine Corps Reserve, Individual Ready Reserve, Active Reserve, Mobilization Training Units, and Individual Mobilization Augmentee. After completion and return, this form will be inserted in your official records at this Headquarters. Its purpose is to provide an up-to-date summary of your skills and qualifications and information which might not have been previously included in your record.

**COMPLETION AND RETURN OF THIS FORM IS IMPORTANT, ESPECIALLY TO YOU. IT'S INCLUSION IN YOUR OFFICIAL RECORD WILL BETTER INSURE THAT ANY PERSONNEL ACTION (INCLUDING PROMOTION) TAKEN IS BASED ON COMPLETE AND ACCURATE FACTS.**

To serve its purpose, this form must be completed and returned NOT LATER THAN 1 August every third year.

Mail this form to the Commandant of the Marine Corps (Code MMSB-20), 2008 Elliot Road, Quantico, VA 22134-5030, or Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO 64147-1207, for members of the IRR, MTU or IMA Programs

**PLEASE TYPE OR PRINT CLEARLY**

1. NAME (Last, First, Middle)		GRADE	MOS	SOCIAL SECURITY NO.
2. MAILING ADDRESS (Street and Number)		(City)	(State)	(Zip Code)
HOME PHONE				
3. MARTIAL STATUS		NUMBER OF DEPENDENTS (Include spouse)	4. RESERVE UNIT/ORGANIZATION TO WHICH ASSIGNED/ASSOCIATED	
<input type="checkbox"/> Married <input type="checkbox"/> Single				
5. AGE	6. BUSINESS PHONE	7. RESERVE STATUS (SMCR, IRR, IMA, MTU, AR)		8. HEIGHT/WEIGHT
9. LENGTH OF MILITARY SERVICE TO NEAREST YEAR:				
ENLISTED ACTIVE		ENLISTED RESERVE		COMBAT
COMMISSIONED ACTIVE DUTY		COMMISSIONED RESERVE		TOTAL
10. CURRENT EMPLOYER (Name and Address)				
11. TYPE OF BUSINESS		CURRENT POSITION		
12. BRIEF JOB DESCRIPTION (CIVILIAN)				
13. PREVIOUS POSITIONS AND DUTIES				
A.		BEGINNING DATE	ENDING DATE	
B.				
C.				
14. CIVILIAN EDUCATION:				
DEGREE	YEAR	SCHOOL	MAJOR	
15. MILITARY SCHOOLS ATTENDED AND YEAR COMPLETED (Last 5 years).				

16. DESCRIBE THE NATURE AND SCOPE OF YOUR PARTICIPATION IN USMCR ACTIVITIES AND PROGRAMS IN THE PAST THREE YEARS.

17. WHEN WAS THE LAST PERIOD OF ACTIVE DUTY/ACTIVE DUTY FOR TRAINING PERFORMED (Dates, location, type).

18. DESCRIBE THE NATURE AND SCOPE OF YOUR COMMUNITY ACTIVITIES OTHER THAN USMCR ACTIVITIES.

19. DESCRIBE ANY CIRCUMSTANCES WHICH HAVE INHIBITED OR PREVENTED USMCR ACTIVITY ON YOUR PART IN THE PAST YEAR OR WHICH MAY CAUSE SIMILAR PROBLEMS IN THE FORTHCOMING YEAR.

20. DESCRIBE ANY CIRCUMSTANCES WHICH MIGHT LIMIT OR PRECLUDE YOUR MOBILIZATION (Key employee, personal or community hardship, physical defects, etc.)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974  
(5 U.S.C. 552A)**

This 5 U.S. Code, Section 301, is the basis for requesting this information. Executive Order 9397 of 22 November 1943 authorizes the use of your Social Security Number. The purpose of this form is to produce an up-to-date summary of your skills and qualifications for inclusion in your official records at Headquarters Marine Corps. The information is used by personnel who are authorized to screen your case for consideration for Reserve Active Duty for Training Assignments, and for Mobilization Assignments. Your Social Security Number is used for purposes of individual identification. Providing information is voluntary on your part; failure to provide the information would preclude up-to-date information on skills and qualifications from being available in your official case files, and hamper proper Active Duty for Training Assignments. Disclosure of your Social Security Number is mandatory.

NAVMC 10476 (REV. 1-97) **RESERVE QUALIFICATION SUMMARY - PRIVACY ACT STATEMENT**

SIGNATURE

DATE